



Code Enforcement Officer

City of Miami Gardens, FL. (109,000)

Posted Date: 01/06/12

Deadline: 02/03/12, or until filled

Starting Salary: \$39,323.69 min. to \$49,154.35 mid. /DOQ

Nature of Work:

Performs a variety of skilled technical and administrative support tasks, in a typical office setting and in the field, related to the code enforcement, under general supervision of the Code Enforcement Director or designee. Duties involve the protection of the health, safety, and welfare of the community through effective investigation and enforcement of a variety of City code regulations & ordinances. Tact and diplomacy is used in explaining regulations to property owners, business owners and attorneys and some independent judgment in conducting investigative casework and in making effective recommendations for the resolution of enforcement issues. Duties include customer service, telephone answering, typing, word processing, data entry, record keeping, and filing. Performs other related duties as assigned.

Minimum requirements:

High school diploma or equivalent; Associate's degree desirable; Plus two (2) years of experience in investigation or enforcement of zoning regulations, building and/or environmental nuisance codes, or solid waste disposal codes; or any acceptable related combination of training and experience. **Florida Association of Code Enforcement Certification Level I required**; Level II desirable. Must possess and maintain a valid Florida driver's license throughout employment. Applicants must be able to work some holidays, weekends and evening hours.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens

1515 NW 167th Street, Bldg. 5 - Suite 200

Miami Gardens, FL 33169

Fax: (305) 622-8265

www.miamigardens-fl.gov

EOE M/F/D/V; Drug-Free Workplace